

CAHC Committee Meeting

22/11/23 @ 6:30PM

Location : Caraway, Carmarthen

Attendees

Kate Williams, Charlotte Harries, Megan Henry, Kate Howell, Duncan Ecclestone, Ffion Dart, Ffion Evans, Lisa Burgess, Geraint Godfrey, Douglas Shaw

Apologies

Anna Heath, Steff Walters (job has been done for the season)

Actions

1. SPOND emergency contact details - Captains and committee members to chase for players emergency contact details. Ffi Evs message worked well to get the message out
Captains to action
2. Match fees - There is a payment method through Spond where players can either pay through the app directly or admins can tick off that players have paid through bank transfer. UPDATE since meeting - Ffion Evans has sent a message out to captains/admins on how to sort the payment methods for each event. Will get an update in next meeting.

Affiliation and Membership update

- Can players have a refund from hockey wales if they have paid their affiliation and signed up on Sport 80 if they can no longer play again. **Anna Heath to action** (carried over from the last meeting - update needed in next meeting)
- List to be sent to Anna Heath of umpires and coaches for Sport 80. **Kate Williams to action** (Anna Heath to tell Kate to do this please)

G.D.P.R Update

- There are only 2 documents on google drive in the policies and procedure folder.
- Google drive needs to be tidied up as there are a few duplicated documents and some documents which are now irrelevant/superseded..
- 2nd document - Where are the google drive documents? They are stored in America. The member sheet is password protected so shouldn't be too much of an issue.
- Excel sheet will be terminated with member info on it.

- Meg Henry to be the only one with access to social media pages - she is going to give the passwords and logins to Steff Walters.

Treasurer's report

- Bank card - Duncan and Char to complete the forms after meeting to continue with the process of the card. Update due next meeting.
- Tom has been checking Heath's list of players for payments.
 - He was struggling to match up some of the players with their hockey wales affiliation numbers on the references as they weren't correlating.
- QR code for the access to hockey fund to be available.
- Before Christmas, need to check who has paid so far for membership/training/matches so we can contact them personally. Can advise them about the access to hockey fund if they are struggling. **Kate Howell to action**

Safeguarding

- Lisa has been sent some of our current documents by Duncan. She is going to look at them ASAP
- We currently use the WRU safeguarding policy but would like our own one for a better guide to players, for members coming to somebody with an issue and for those who are dealing with that issue.
- Lisa suggested looking at the welsh gymnastics policy as they have now got a very thorough guide due to incidents a few years ago. **Lisa** is going to look at this.
- There is currently no guidance for our safeguarding officers - again linking back to our policy it needs to be outlined who and how they deal with things that come up.
- DBS checks - Duncan is going to email hockey wales to see who is on their system as D.B.S checked. People not on there need to be pushed through ASAP, whether this by Lee Jones or somebody else.

Socials + Upcoming events

- Social on the 28th October. Halloween party.
 - Scarlett took the lead and did a really good job as Geraint and Ella were a little preoccupied
 - Made a profit of 60p - it was not a fundraising event anyway, more of a party for the juniors to attend.
- Social on the 2nd December
 - 50 names so far
 - Geraint to send a list to the committee chat of names and Kate Howell to check who's paid. UPDATE - Ella sent the list in on 26/11/23 with 49 names and Kate H was going to check that evening on payments.

- Captains need to push people to come, need the 66 people as we have the whole venue booked.
- Cricket club will be available before and after - from 9pm it will be O18's only.
- End of season celebrations
 - Need to have 2 separate dates for juniors and seniors as it is a really long day for everybody organising and attending.
 - Juniors to have a fun day as usual on the 20th April
 - Seniors to have a formal dinner on the 27th April
 - Seniors class as anyone 13+ who have played/trained in the senior squad from L3 upwards.
 - It is a members only, not the type of event for partners and family unless they have contributed to the club in some way i.e sponsorship/volunteering
- Teas
 - Since the initial meeting Duncan had with Bryan at the Rugby club there has been no other correspondence from the rugby club - frustrating
 - Going to approach the Athletic again and tell them to look how successful our previous events have been there and how much we have put behind the bar.
 - Cwrw - opposition have given positive comments on the venue.
 - The food is good however there have been some comments on the price of refreshments there, more expensive than the cricket club.
 - Cwrw is continuing until Christmas atm and will review in the next meeting.
 - Ladies teams are going to continue going back to the cricket club and get chips for now until any more developments
- Cricket club - Duncan has given them around 60 names of O18's and £150 as our contribution for the season
- 13th April is no longer available for pub golf **Kate Williams** is going to have a look at fixtures to see if there is a decent date. Was also mentioned it could be a nice social for after summer league as there currently isn't anything in the summer.

Any Other Business

- LC and state of pitch
 - Pitch has been hoovered since Julian's formal complaint but unsure how often this is happening.
 - Pitch maintenance is supposed to be getting looked at by the LC.
 - Need to put in a formal complaint if any opposition complaint on the state of the pitch. Repairs have been completed however there are now very large bumps from the patch work completed.
 - The floodlight is still out and was first reported by LC staff in May - apparently they are waiting for a part.
- Welsh for Adults filming session. - Dart had emailed them and received an email back basically confirming the 19th of December. We are going to book the pitch but hopefully

they will cover the cost of this. They also said they will be able to clip up some extra footage that we can use on our social media pages.

- Charlotte has received the feedback from the junior survey - 11 were completed
 - Charlotte to send to the committee the feedback. Mostly very positive, some questionable comments by parents but we need to take it on board and ensure they understand why we do the things we do - e.g expensive kit - we don't get sponsorship like football and rugby teams.
- Mascots programme - Going to trial it on the 2nd December with the men's 1s.
 - Mascots will receive 2 x photos - 1 with the captain and 1 with the team, A CAHC water bottle, get to warm up with the captain and a certificate.
- The Banner outside the astro has the wrong welsh translation on it - Duncan has now had confirmation from LC that we can take it down and change it. **Duncan** is going to measure the next time he is there and will send over to Meg to design a new sign.
- Smoking and vaping - Members and parents are smoking within the astro fence. There are clear NO SMOKING signs. They should go outside the fence away from view.

Next meeting

10th January @ The Caraway, Parc Pensarn Retail Park, Carmarthen, SA31 2NG.

Arrive from 6 ready to start the meeting @ 6:30.

Agenda for next meeting

- ★ Membership update from Kate Howell
- ★ End of season celebrations